

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
Fiscal Administrative Assistant**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees / Candidates on a current Fiscal/Administrative Assistant examination list  
**Location:** **Fiscal Services** / 401 West Thames St., Bldg. 301, Norwich, CT 06360  
**Position No:** **SM107075-2**  
**Hours:** 8:00 a.m. – 4:30 p.m., Monday through Friday (40 hours per week)  
**Salary Range:** \$54,171 - \$68,931 (Annually)  
**Closing Date:** July 13, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal/Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. Employees currently holding the above title or those who have previously attained permanent status may apply. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Duties include, but not limited to:** Independently monitor and calculate all state vehicle mileage logs on a monthly basis, insuring all mileage logs match vehicle usage, investigating discrepancies and data enter into DAS website within required timeline to ensure compliance. Review, process and calculate all SMHA employee reimbursements for personal mileage, license reimbursements, and travel ensuring compliance within guidelines of policy and union contracts. Run reports of employees' cellular phone invoices and usage reports; independently distribute, track, review and document usage along with collecting any personal usage fees.. Computer skills needed using Core-CT and Microsoft Office 2010 Word and Excel utilizing complex formulas to performing calculations for financial statements. Assisting the CFO by monitoring all expenditures (actual and projected), sorting by department code, to provide data for use in preparation of monthly Consolidated Financial Status Report. Independently balance, maintain and reconcile checking and STIF account for Client Trustee Fund. Accountable for purchasing supplies, equipment and various services on contract. Provide fiscal administrative assistance to both the CFO and FAO in all functions of the business; including, but not limited to, purchasing, receiving, petty cash, cost projections, etc. Create and update Excel spreadsheets, Word documents, daily usage of Outlook calendar related to budgeting, accounting, purchasing and monitoring of grants. Accountability for review and analysis of grantee financial statements including annual application, 8-month budget report, and budget revisions. Other related duties as required.

**General Experience:** Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Note:** Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. Descriptions of these fiscal/administrative functions are attached

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

**Special Requirement:** Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

To be considered for this position all applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One. Resumes can be provided as supplemental information but will only be accepted if attached to a fully completed application. Please submit all Applications for Employment (CT-HR-12) and resumes by email, fax, or mail to:

Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)

FAX: (860) 859-4792

**Southeastern Mental Health Authority  
Office of Human Resources / Attn: Recruitment  
401 West Thames Street, Building 301, Norwich, CT 06360**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. P-5**